

Code: 1669
Administrative Service
Statistical, Technical and Mercantile Group
Real Estate and Legal Series

CLASS TITLE: Law Library Technical Assistant

CHARACTERISTICS OF THE CLASS: Under supervision, provides clerical and technical library support in the Law Department's libraries; and performs related duties as required.

ESSENTIAL DUTIES: Receives incoming publication orders; compares orders to receipts and packing slips to ensure the accuracy and completeness of the order; maintains records of receipts for publications; files and updates various library files; assists in data base searches for legal articles; prepares order information to acquire incoming interlibrary publication orders.

RELATED DUTIES: Shelves books; distributes mail; routes articles; photocopies articles.

MINIMUM QUALIFICATIONS:

Training and Experience. Two years of clerical experience in a library setting, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of library practices and procedures. Good knowledge of filing systems. Good knowledge of circulation practices.

Ability to maintain records. Ability to perform simple calculations.

Working skill in the application of library methods and procedures.

Working Conditions. General office environment.

Equipment. General office equipment.

NOTE: While the list of essential functions is intended to be as inclusive as possible, there may be other functions which are essential to particular positions within the class.

May, 1994

